

# UNITED WE RIDE

**Action Planning Template**

State: Kansas

COORDINATING HUMAN SERVICE TRANSPORTATION					
Goals	Action Steps	Sub-Tasks	Timeline	Responsible Party	Notes
1. Broaden perspectives of federal and state regulations to achieve coordinated services	1. Increase communication at the Federal, State and local level, including appropriate staff of transit agencies. Insure inclusion of all stakeholders.		▪ Begin in early spring 2005	▪ Cabinet-level secretaries	<b>Identified Barriers:</b> ▪ Head Start coordination with transit. Special purpose vehicles used for Head Start.
	2. Establish Kansas Governor's Committee on Human Service Transportation Coordination to improve coordination efforts.	Kansas Task Force to conduct state self-assessment and complete action plan	▪ 2005 – 2006	▪ John Rosacker	▪ Reorganization of Kansas Department of Labor, SRS and DOT. Changes of personalities makes it difficult to sustain effort.
		1. Governor's Cabinet Secretaries meeting	September 2005	▪ KUTC will provide logistics assistance and arrange facilitation of state staff meeting.	▪ Autonomy at the local level
		a. Identify key state staff to participate in on-going working group			▪ Regulations within DOT - flexibility between public transit and human service transportation
		b. Sustained effort: Needs to be consistent and close to decision-making within each agency.			▪ Funding. If strategies require additional funding then it won't be implemented. Strategies must contribute to contained costs rather than additional cost.
		c. Identify common goals of the state agencies involved in human service and transportation			
	2. Staff level state agency meeting	November 2005			
	3. Statewide meeting with Stakeholders (State and Local)	January 2006			
	4. Local area task forces to complete self-assessments	May 2006 – Sep 2006			▪ Appropriate service design. 1 person/1 vehicle doesn't necessarily mean a bad design, it may be an essential need in the

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	<p>and action plans</p> <p>a. Establish membership in local task force with outreach to social service agencies</p> <p>b. Identify and communicate local benefits to coordination</p> <p>c. Identify and quantify local unmet demand for transit services.</p> <p>d. Conduct regular meetings for communication and other coordination activities</p> <p>1. E.g., identify underutilized vehicles and set up shared usage policies</p> <p>2. Identify opportunities to improve/streamline local and state regulations as necessary to improve service.</p>				<ul style="list-style-type: none"> <li>▪ Use of FTA money to market</li> <li>▪ Identifying real vs. perceived community.</li> </ul>

COORDINATOR:	Enhance multi-agency coordination to provide efficient, sufficient and reliable transportation to all Kansans.				
Goals	Action Steps	Sub-Tasks	Timeline	Responsible Party	Notes
2. Identify common goals of the state agencies involved in human services and transportation to meet the needs.	1. Develop advocacy/education programs to educate public entities			Governor's Committee to assist with identifying outreach avenues	<p><b>Barriers</b></p> <ul style="list-style-type: none"> <li>▪ In business to provide transportation to assist clients</li> <li>▪ Lack of cooperation among agencies and transit operators</li> <li>▪ HIPAA regulations produce unnecessary conflict</li> <li>▪ Turf and service area issues</li> </ul>
	2. Work with KDOT for increased flexibility			Governor's Committee to work with Kansas Insurance Commissioner's Office to assist with identifying barriers.	<ul style="list-style-type: none"> <li>▪ Too many local jurisdictional limitation</li> <li>▪ Insurance barriers</li> </ul>
3. Explore the possibility of self insurance or state level insurance to overcome insurance barrier					

<u>COORDINATOR</u>	<u>ON:</u> Enhance multi-agency coordination to provide efficient, sufficient reliable transportation to all Kansans.	<u>id</u>	<u>Responsible Party</u>	<u>Notes</u>
<u>Goals</u>	<u>Action Steps</u>	<u>Sub-Tasks</u>	<u>Timeline</u>	
Increase use of technology to assist in cost allocation.	<ol style="list-style-type: none"> <li>1. Develop agreements with provider agencies for cost allocation/cost sharing of transit services.</li> <li>2. Develop applications utilizing smart cards and appropriate transit billing and reporting software to assist in cost allocation.</li> </ol>			

COORDINATING JION: Enhance multi-agency coordination to provide efficient, suffi	and reliable transportation to all Kansans.				
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Sustained effort among all stakeholders: state, regional and local towards reaching coordination vision and goals.	<p>1. Develop a common mechanism to coordinate all government levels (federal, state, local).</p> <p>2. Structure program delivery to include written agreements and plans for a long-term commitment by participating agencies.</p> <p>3. Involve Kansas CTDs in coordinated program delivery.</p> <p>4. Modify regulations as needed to implement coordination changes.</p>	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> <li>▪</li> <li>▪</li> </ul>	<ul style="list-style-type: none"> <li>• Barriers</li> <li>• Insurance – definition of employees according to insurance agencies</li> <li>• Regulations – need regulatory requirements connected to funding to mandate coordination.</li> <li>• Needs to go beyond management and boards to the people who actually run this program.</li> </ul>

**Kansas United We Ride Implementation Project**  
**Project Strategies, Timeline, Deliverables and Evaluation Plan**

**Goal 1: Expand the statewide regionalized transit coordination system to include transit and human service transportation interests.**

Timeline (month)															
Strategies	1	2	3	4	5	6	7	8	9	10	11	12	Deliverables	Milestones	Evaluation Plan
1.1. Needs survey.													■ Survey instrument ■ County-level needs report.	Month 3: ■ County-level data tool available for each pilot site.	■ # of networks surveyed ■ % of responses ■ Content analysis of survey results for local plans
1.2. Identify regional summit sites.													■ 5 sites identified by Governor's Committee	Month 3: ■ Criteria for summit sites set by committee including change goals. ■ Summit sites identified. ■ Local site team members identified.	■ Sites represent multiple networks: CTD, Lifelong Communities, workforce development area. ■ Criteria for pilot sites met
1.3. Hold 5 regional summits.													■ 5 1-day region summits	Month 6: ■ 5 summit locations contracted. ■ Invitations to each summit distributed. ■ Preliminary materials sent to participants. ■ Five coordination summits	■ Coordination assessments are completed for each pilot site. ■ Action plans for each pilot site are initiated.
1.4 Provide on-going technical assistance (TA)													■ Telephone, email, on-site TA	Months 4-12: ■ Monthly conference calls to regional sites. ■ Peer-to-peer presentations to State Committee and/or local teams	■ # of TA contacts ■ # of sites with TA ■ # of on-site visits ■ Stakeholder evaluations of TA usefulness

**Goal 2: To disseminate technical information materials about the planning and implementation strategies to all regions of the state to further human service transportation coordination in the state.**

<b>Strategies</b>	<b>Timeline (month)</b>												<b>Deliverables</b>	<b>Milestones</b>	<b>Evaluation Plan</b>
	1	2	3	4	5	6	7	8	9	10	11	12			
2.1 Kansas UWR Web Site													■ Kansas web site	■ Kansas UWR web site developed ■ Web site tested and piloted ■ Announcement of web site throughout state	■ % increase in hits by qtr ■ # features added each qtr
2.2 Newsletter articles/fact sheets													◆ 3 newsletter articles ■ 2 fact sheets	■ Topics identified by State Committee ■ Newsletters and fact sheets prepared and disseminated	■ % increase in hits by qtr ■ Contact increase each qtr ■ # of articles ■ # of fact sheets
2.3 Presentations/ workshops													◆ Presentations (minimum three)	■ Appropriate existing forums identified (transit, aging, disability, low-income families, etc.) ■ Presentation powerpoints	■ Participant evaluations of usefulness

		Implementation Evaluation Plan
1. Activity	Expand the statewide regionalized transit coordination system to include transit and human service transportation interests.	Proposal. The following table provides the basic framework of the implementation proposal. The plan will be further developed with the detailed workplan at the onset of work on this project.
2. Beneficiaries	All Kansas citizens, particularly elderly, persons with disabilities and low-income individuals in need of transportation for basic mobility.	Evaluation Plan. The plan will be further developed with the detailed workplan at the onset of work on this project.
3. Desired Result	Kansas local coordination councils formed, including representation from human service agencies and consumer groups are represented on regional transit districts.	Evaluation Plan. The plan will be further developed with the detailed workplan at the onset of work on this project.
4. Indicators	5 pilot transportation coordination summits are held.	Evaluation Plan. The plan will be further developed with the detailed workplan at the onset of work on this project.
5. Method/Title of Measure	Human service agencies and consumer groups are represented on regional transit districts.	Evaluation Plan. The plan will be further developed with the detailed workplan at the onset of work on this project.
6. Standard of Success	Regional councils report increased communication among human service and transportation providers.	Evaluation Plan. The plan will be further developed with the detailed workplan at the onset of work on this project.
7. Respondents	Consumer representative groups report increased participation in transportation planning in the region.	Evaluation Plan. The plan will be further developed with the detailed workplan at the onset of work on this project.
8. Reporting	Section 5310/5311 agencies identify barriers to overcome.	Evaluation Plan. The plan will be further developed with the detailed workplan at the onset of work on this project.

6. Describe a plan for evaluation of the implementation activities outlined in the proposal. The following table provides the basic framework of the implementation

Evaluation Plan. The plan will be further developed with the detailed workplan at the onset of work on this project.

Program.

responsibility for operation of the Kansas Rural Transit Assistance services with the Kansas University Transportation Center which also has personnel: Personnel costs are based on an estimate of staffing under contract with

**Budget Detail:**

	<b>Budget Line Item</b>	<b>Proposed 12-month Budget</b>	<b>Total Request</b>
Personnel	Personnel	\$51,101	\$51,101
Fringe Benefits	Fringe Benefits	6,342	6,342
Travel	Travel	5,000	5,000
Meeting expenses	Meeting expenses	8,057	8,057
Equipment	Equipment	0	0
Supplies	Supplies	1,500	1,500
Construction	Construction	0	0
Total Direct Charges	Total Direct Charges	\$ 75,000	\$ 75,000
Indirect Charges	Indirect Charges	0	0
Total Requested Budget	Total Requested Budget	\$ 75,000	\$ 75,000

7. Submit a budget that includes a line by line itemized budget and a budget narrative. NOTE: Grant funds may not be used to support capital equipment, or for the provision of services.

emergency planning office. Strengthening of these relationships will be measured by the partnerships with the local emergency planning committees (county-level) and with the state coordination plans. A goal of the project will be the development and/or strengthening of be extended by including emergency preparedness strategies within our local human service provided assistance to the rural transit providers to develop emergency plans. This effort will Kansas Department of Transportation and the Kansas Rural Transit Assistance Program has human service transportation coordination. (See Goal 3 of the Kansas Action Plan). The state action plan within its goal of working within the regional structure envisioned for incomes during natural or man-made disasters. This priority is consistent with the Kansas transportation needs of older adults, people with disabilities, and individuals with lower Kansas is addressing the priority area of strategy development to meeting the

#### **9. Priority Area – Emergency Preparedness for Vulnerable Populations**

Letters of support for this application are provided as Attachment 2 to this application.

#### **8. Letters of support**

web-survey expenses.

**Communication:** Communication expenses include postage, long-distance telephone, and

**Supplies:** Supplies will include printing and consumables of the project.

other associated costs.

**Meeting Expenses:** Meeting expenses will cover meeting rooms, audio-visual equipment and presentation of the Kansas program, as appropriate.

**Travel:** Travel expenses are for in-state expenses necessary to support the pilot

coordination summits, technical assistance, training and one national

<p><b>Goal 3: To develop and test a methodology for regional emergency preparedness plans for vulnerable populations in Kansas (elderly, disabled and low income).</b></p> <p>Goal 3 of this implementation project is as follows:</p> <p>incision of planning for vulnerable populations within existing local emergency plans developed by the Local Emergency Planning Committees (LECP).</p> <p><b>Strategy 3.1:</b> Select five (5) regional coordination sites as pilot sites for an emergency preparedness planning for vulnerable populations.</p> <p><b>Strategy 3.2</b> Develop a one-day training module for emergency preparedness</p> <p>planning for vulnerable populations based on the hazard and security planning packages developed by the Transit Cooperative Research Program and the National Rural Transit Assistance Program.</p> <p><b>Strategy 3.3</b> Pilot a one-day training module for developing local action plans for emergency preparedness for vulnerable populations.</p>
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Priority Area Project Tasks, Timeline, Deliverables and Evaluation Plan														
Project Tasks	Timeline (month)											Deliverables	Milestones	Evaluation Plan
	1	2	3	4	5	6	7	8	9	10	11			
<b>Goal 3: To develop and test a methodology for regional emergency preparedness plans for vulnerable populations in Kansas (elderly, disabled and low income).</b>														
3.1 Identify 5 regional sites.												■ 5 sites identified by Governor's Committee	■ Communicate with implementation pilot sites. ■ Review existing local emergency plans and LEPC composition. ■ Work with local implementation team to identify additional local partners.	■ Appropriate representation on the local team for emergency planning for ■ Local emergency plans have incorporated specific planning for vulnerable populations ■ Post-training evaluations ■ Human service transportation providers are named as part of the planning and response process and participate in LEPC.
3.2 Develop 1-day training.												■ Training module (Powerpoint, participant handbook)	■ Review existing resources: TCRP HASP, National RTAP Threat and Vulnerability Module ■ Adapt materials for Kansas with attention to rural and urban issues	
3.3 Pilot 1-day training.												■ Two 1-day workshops (one rural and one urban)	■ Set schedule for training ■ Secure speakers ■ Provide training	